



STATE OF CONNECTICUT
STATE DEPARTMENT OF EDUCATION



To: Superintendents of Schools
District Test Coordinators
Common Core District Team Leaders

From: Dianna Roberge-Wentzell, *DRW*
Chief Academic Officer

Subject: Smarter Balanced *Test Administration Manual*

Date: January 30, 2014

Dear Colleagues:

The Smarter Balanced *Test Administration Manual* (TAM) for the Field Test is now available on the Smarter Balanced Field Test portal (<http://sbac.portal.airast.org/field-test/>). District Test Coordinators should ensure that every School Coordinator and Test Administrator is provided with a copy of the Test Administration Manual. The manual provides information regarding test security, test administration, accessibility and accommodations options available to students, and other information that is critical to ensuring a successful field test experience for educators and students.

This manual, along with ten online training modules, should be used to prepare educators and students for the Smarter Balanced Field Test. Six training modules are currently available on the Field Test Portal. The remaining four modules are scheduled to be posted on February 10. The intended audience is included in the description for each module. Please refer to the [Recent Communications to District Test Coordinators](#) posted on the CSDE Web site for additional information regarding the Smarter Balanced Field Test.

Please contact the Academic Office with any questions or concerns at 860-713-6860 or SmarterBalancedCT@ct.gov

In partnership,

Dianna

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